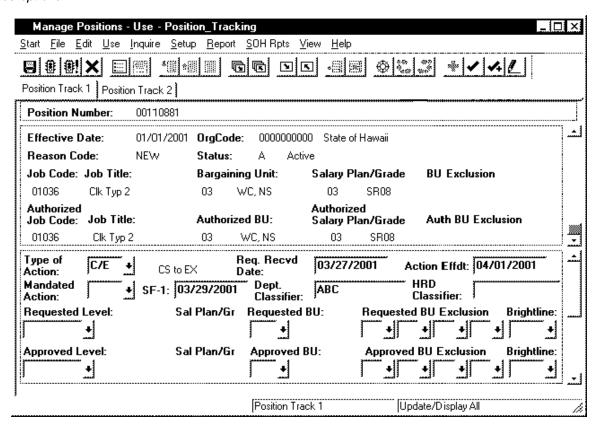
## When Type of Action = C/E

Follow these steps to <u>maintain</u> the position number on a position that's being converted from civil service to exempt on the Position Track 1 panel when Type of Action = C/E. (Completion of the Position Track 2 panel is not required.)

Note: The C/E action and the initial exemption action can be processed simultaneously. However, you are not able to complete the C/E action until the initial exemption action has been completed. The effective date of a C/E action is the same effective date as the initial exemption of the position.

Tracking for the C/E action is <u>required</u>. Tracking of the initial exemption action continues to be optional.



Step	Field	Action
1		Click on the Update/Display All button and a dialog box will appear. Enter the position number in the <b>Position Number</b> field and click OK.
2		In the Position Track 1 Panel, hit tab to get into the Type of Action field.
3	Type of Action	Click on the Insert Row button or hit F7 to insert a row.
4	Type of Action	Enter or select <i>C/E</i> from the drop-down box in the <b>Type of Action</b> field. This is a required field. Tab to the next field.
5	Req. Recvd Date	The system will default the current date in the <b>Req. Recvd Date</b> field. If this is not the date the request was received or initiated at the Departmental Personnel Office, enter the correct date. This is a required field. Tab to the Action Effdt field.

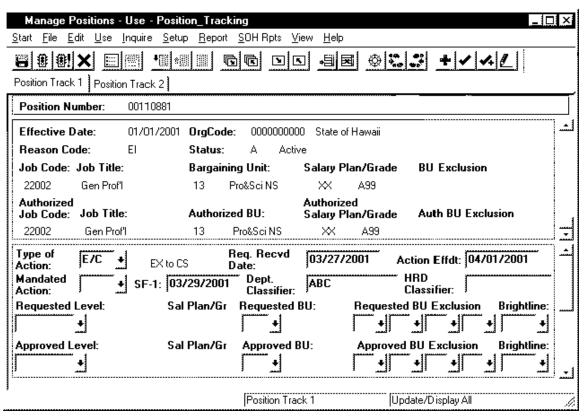
6	Action Effdt	Enter the effective date of the action in the <b>Action Effdt</b> field.
		NOTE: The effective date for the C/E action is the same date as the effective date for the initial exemption of the position.
7	SF-1	Enter the date the SF-1 is signed by the Department Head or authorized representative in the <b>SF-1</b> field.
8	Dept. Classifier	Enter the initials of the department classifier assigned to the action in the <b>Dept. Classifier</b> field.
9		Click on the Save button to save the record.
		DO NOT CONVERT CIVIL SERVICE POSITIONS UNTIL THE INITIAL EXEMPTION ACTION HAS BEEN COMPLETED.
		<ul> <li>Key Position Data fields affected by C/E conversion:</li> <li>Effective Date</li> <li>Exempt/Civil Service Radio Buttons: Change from Civil</li> </ul>
		Service to Exempt.  • Job Code: Change from Civil Service Job Code to Exempt
		Job Code.  • Action Reason: Change from UPD to EI.
		Authorized Level: Change from Civil Service Job Code to Exempt Job Code.
		Authorized Effective Date: Enter date departmental representative signs 150 for the Director of Human Resources Development.
		NOTE: Other fields may be affected, but these are the key fields affected by the conversion of a position from civil service to exempt.

## When Type of Action = E/C

Follow these steps to  $\underline{\text{maintain}}$  the position number on a position that's being converted from exempt to civil service on the Position Track 1 panel when Type of Action = E/C. (Completion of the Position Track 2 panel is optional.)

Note: The E/C action and the classification action can be entered at the same time. However, you are not able to complete the E/C action until the classification action has been completed. The effective date of E/C action is the same effective date as the classification action (e.g., DCN, CSN, or CNP).

Tracking for the DCN, CSN, or CNP action is also required.



Step	Field	Action
1		Click on the Update/Display All button and a dialog box will appear. Enter the position number in the <b>Position Number</b> field and click OK.
2		In the Position Track 1 Panel, hit tab to get into the Type of Action field.
3	Type of Action	Click on the Insert Row button or hit F7 to insert a row.
4	Type of Action	Enter or select <i>E/C</i> from the drop-down box in the <b>Type of Action</b> field. This is a required field. Tab to the next field.
5	Req. Recvd Date	The system will default the current date in the <b>Req. Recvd Date</b> field. If this is not the date the request was received or initiated at the Departmental Personnel Office, enter the correct date. This is a required field. Tab to the Action Effdt field.

6	Action Effdt	Enter the effective date of the action in the <b>Action Effdt</b> field.
		NOTE: The effective date for the E/C action is the same date as the effective date for the classification action (e.g., DCN, CNP, or CSN).
7	SF-1	Enter the date the SF-1 is signed by the Department Head or authorized representative in the <b>SF-1</b> field.
8	Dept. Classifier	Enter the initials of the department classifier assigned to the action in the <b>Dept. Classifier</b> field.
9		Click on the Save button to save the record.  DO NOT CONVERT EXEMPT POSITION UNTIL THE CIVIL SERVICE CLASSIFICATION ACTION HAS BEEN COMPLETED.
		<ul> <li>Key Position Data fields affected by E/C Conversion:</li> <li>Effective Date</li> <li>Exempt/Civil Service Radio Buttons: Change from Exempt to Civil Service.</li> <li>Job Code: Change from Exempt Job Code to Civil Service Job Code.</li> <li>Action Reason: Change from UPD to NEW.</li> <li>Location Code: If code is an island code, change to 4-digit geographic location code, as appropriate (e.g., change OAH to 0204).</li> <li>Comments: Don't forget to enter E/C after the classification action code (e.g., DCN; E/C).</li> <li>Authorized Level: Change from Exempt Job Code to Civil Service Job Code.</li> <li>Authorized Effective Date: Effective Date for the position's civil service classification action.</li> <li>NOTE: Other fields may be affected, but these are the key fields affected by the conversion of a position from exempt to civil service.</li> </ul>